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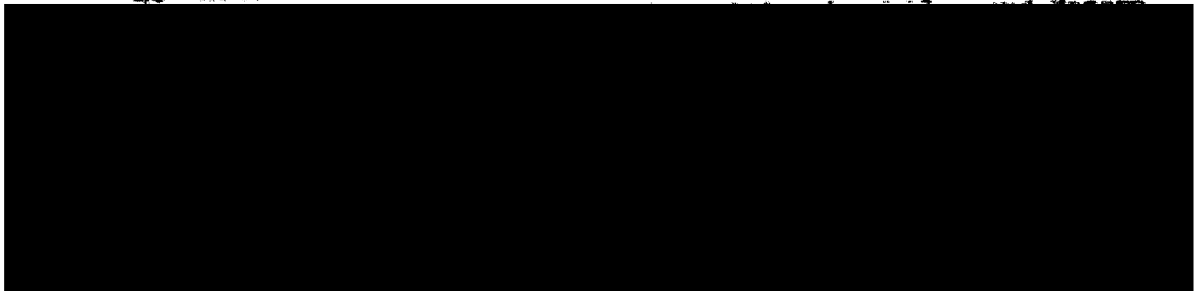
Executive Assistant to DCP Document No. 038 21 September 1954
 NO CHANGE in Class. ☐
☐ DECLASSIFIED
 Director of Training Class. CHANGED TO: TS S (C)
 Weekly Summary Report Auth: DDA Memo, 4 Apr 77
 Date: 30/01/78 By: 008

1. Representatives of the Office of Training met with Mr. Henry Woods, Special Assistant to the Director of the United States Information Agency (USIA), to discuss the training needs of the intelligence unit he will head. It was agreed that USIA would nominate three candidates for the first section of the November offering of the NIC(I), and that it would nominate three candidates for each succeeding offering of this course until most, if not all, of its intelligence personnel have been so trained. It was further pointed out by the USIA that they would be interested in sending some of their personnel to the second phase of the NIC(I) after an interval of three or four months on the job. The USIA has interest in other kinds of CIA training, such as the Basic Course on World Communism and the Anti-Communism Operations Course. Administrative and security measures for processing USIA personnel into CIA training programs will be worked out between OTN and USIA.

2. In accordance with provisions of Office of Personnel Memorandum No. 22-000-3 dated 3 September 1954, plans are being formulated by the Office of Training to bring good JOT prospects to Washington at government expense for two days, during which time they will take the required physical examination, JOT test battery and be interviewed. This will save time in processing procedures.

3. A Junior Officer Trainee, [REDACTED], was honored as a Distinguished Graduate of the Infantry School, Fort Benning, Georgia, when he received his commission recently. After six months of troop duty, Lt. [REDACTED] will return to headquarters.

4. Members of the Assessment and Evaluation Staff, OIA, met



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1954 Weekly Summary Report. Further, full approval of the project and assignment of priority by the MB/P will be required before work can be started. Arrangements were made for representatives of the A&S Staff to meet in New York City with the European head of the universities to discuss the problem further.

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5. [REDACTED] Management Training Division, attended the annual meeting of the American Political Science Association in Chicago from 9-11 September. Material which will be used in the Basic Management Course offered by OTR was secured on organizational research used in the Air Force and in the National Institutes of Health, Department of Health, Education and Welfare.

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6. Four language training booths have been installed at [REDACTED] preparing the way for a language training program at this station for the benefit of faculty members who will presumably be rotated into MB/P offices upon completion of their tours in OTR.

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7. A request has been received for an annotated bibliography on Psychological Warfare to be submitted on a continuing basis to MB/P elements. Selections will be included on all aspects of the subject and will be submitted at three-month intervals.

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8. OTR has completed arrangements for a course of instruction to be presented for a high ranking security service official from the [REDACTED] during the week of 20 September. At the request of Chief, WE Division, OTR representatives will participate in confer-

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9. At the request of SE Division, two OTR instructors departed on 10 September for approximately two weeks T&I assignment at an overseas location to conduct training for indigenous personnel.

10. In order to achieve maximum use of case material made available to OTR by MB/P components, OTR is establishing a case library. Lists of case material on hand will be issued to instructors periodically, with sufficient descriptive data to enable them to select those cases which can be used for instructional purposes.

11. A week-end meeting was held at [REDACTED] on 18 and 19 September to discuss generally the development of intelligence doctrine and methodology. Present were Messrs. Sherman Kent, Otto Gueth, [REDACTED], Lyman P. Kirkpatrick, [REDACTED] and the Deputy Director and Director of Training.

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SIGNED

MATTHEW BAIRD

MB:ep (9/21/54)

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